



## Office of Mental Health

HealthySteps August 2024 Expansion  
RFP#OMH119

### Questions & Answers

**Q1. Could a licensed Article 31/MHOTRS Clinic be eligible for an award if we have a Board-Certified Pediatrician on staff? We also partner with several local healthcare systems.**

A1. Yes. A Mental Health Outpatient Treatment and Rehabilitative Services (MHOTRS) Clinic can be an eligible applicant if it meets all eligibility requirements as outlined in Section 1.D. Eligible Applicants.

**Q2. We are a foster care program serving over 100 foster children under the age of 3. These children see the nurse practitioner in our program, we do not serve children not in our program. These children would greatly benefit from a program like HealthySteps. Would we meet the eligibility for HealthySteps and if so, would we be competitive given we do not serve as many children as some other clinics?**

A2. Yes. A foster care program can be an eligible applicant if it meets all eligibility requirements as outlined in Section 1.D. Eligible Applicants. See Section 1.I Process for Awarding Contracts Initial Awards and Allocations.

**Q3. Our hospital received a Healthy Steps grant 1 year ago. We have 2 PC pediatric sites that are for profit but owned by our hospital (and have a high percentage of Medicaid patients) that we would like to apply for. They are non-article 28 facilities. Can we submit the grant application on behalf of the hospital and include/note in the grant that the services will be at the PC sites (was hoping to apply for 1 health steps program to be shared between the sites)?**

A3. Yes. Each practice location must submit a separate and complete application. See Section 1.D. Eligible Applicants. Also see, Section 1.E.1. Considerations for small practices that plan to partner.

**Q4. We are in the process of bringing a private practice into our Article 28 operating certificate. We have an approved CON and will start construction next week to make the space Article 28 compliant. This site will not be included in our operating certificate and under our operation until March/April 2025. My question is, could we apply for a new Healthy Steps site at this new location despite the fact that the site is not yet under our operation fully?**

A4. Yes. This can be an eligible applicant if it meets all eligibility requirements as outlined in Section 1.D. Eligible Applicants.

**Q5. What is the due date for the RFA? In SFS, it says October 29 and on the PDF document it says November 5.**

A5. The due date is November 5<sup>th</sup>. SFS has been updated to reflect the correct due date.

**Q6. Is there any program narrative or LOI required (other than the “Healthy\_Steps\_Proposal\_Template” document)?**

A6. No.

**Q7. It appears that the total dollar amount is prescribed for this RFA. What amount should we enter in “Your Unit Bid Price”?**

A7. Your Unit Bid Price should be the 5-year cost of the program you are proposing.

**Q8. Are our application, or chances of award, improved by adding any “New Attachments” or “New Comments”?**

A8. No.

**Q9. We operate seven primary health centers and serve all individuals aged 0-99 plus. We have pediatricians in three of our seven main health centers. In regard to the HealthySteps Specialist position, would we submit for one specialist, who will then support all of our health center practices under our TIN or does the support have to be exclusive to one location? If so, would we need to submit two other applications for the additional sites where we feel we need support for the priority population?**

A9. No. Each practice location must submit a separate and complete application. See Section 1.D. Eligible Applicants. To address the unique needs of small practices, the full-time HealthySteps Specialist can be shared between two (2) sites within the same healthcare system. See considerations for small practices that plan to partner. Section 1.E.1. Program Requirements Healthy Steps Specialist (HSS) and Section 1.D. Eligible Applicants. Yes. Each practice location must submit a separate and complete application. See Section 1.D. Eligible Applicants.

**Q10. We were thinking of submitting a proposal to request for an additional HealthySteps Specialist at our site. Is this funding for an expansion at sites or for new sites only?**

A10. Existing HealthySteps sites are not eligible to apply. Each applicant must be applying to become a new HealthySteps site. See Section 1.D. Eligible Applicants.

**Q11. What specific visits must happen for the eligible patient population and what specific codes are needed for the visits?**

A11. Specific visits must occur depending on how a practice risk stratifies the eligible patient population. Different visits are appropriate for different families. See Section 1.E.9 Program Requirements Eight Core Components. The HealthySteps National Office has New York Sustainability Resources available on their website including billing and coding guides available: <https://www.healthysteps.org/resource/new-york-sustainability-resources/>. These guides highlight commonly billable HealthySteps and HealthySteps-aligned services with corresponding allowable, billable providers.

**Q12. We have 30+ medical offices but are considering applying for 3-4 of our offices that are higher % Medicaid population- are we only likely to get select for one office or should we submit multiple separate applications?**

A12. You can apply to establish a new site at a different or additional locations. See Section 1.D Eligible Applicants. Successful applications within each region will be awarded based on four (4) prioritizations. See Section 1.I Process for Awarding Contract Initial Awards Allocations. Each practice location must submit a separate and complete application. See Section 1.D Eligible Applicants.

**Q13. Reporting and Data Collection - we want to ensure that we can provide the reporting that is necessary. If any additional detailed information that can be provided so our data team can review it would be greatly appreciated. Please advise what is required to be tracked and what the timeline is of how often reports will be due.**

**a. "Funding will be available in Year 1 to help support sites in aligning their data systems with required site reporting, fidelity metrics, and quality improvement"- please advise if funding will be automatic or if a different application will be needed for that. Is there a guaranteed funding amount?**

**b. "National Office Annual Site Reporting"- what is this/please provide details?**

A13. See Section 1.E.14 Program Requirements. Reporting and Data Collection for a description of OMH requirements as related to this procurement.

a. Data Development funds are received as part of the award. No additional application is required. Data System funding is \$25,000 per site, partnering sites will split this funding at \$12,500 each. See Section F. Operating Funding.

b. Due to the proprietary nature of the HealthySteps model, full fidelity metrics are provided to sites upon affiliation. See the following links available on the HealthySteps National Office website:

HealthySteps Fidelity Overview

<https://www.healthysteps.org/resource/healthysteps-fidelity-self-assessment-for-sites/>

HealthySteps Fidelity Overview PDF

[https://www.healthysteps.org/wp-content/uploads/2023/04/HS-Fidelity-Requirements-Overview\\_8.22.24.pdf](https://www.healthysteps.org/wp-content/uploads/2023/04/HS-Fidelity-Requirements-Overview_8.22.24.pdf)

**Q14. Online it said "one healthy steps specialist can see up to 2000 children:"**

**a. Does that mean this person would work part time at our location if we have less need than that?**

**b. If we have 3-4 separate locations in different geographic locations, could they work remotely to assist the patients?**

**c. Would one specialist share all our sites or would we need one specialist per site?**

A14. a. No. This position is required to be a full-time staff member of the designated site. See Section 1.E.1. Program Requirements HealthySteps Specialist (HSS).

b. No. This HealthySteps Specialist is required to be a full-time staff member of the designated site. See Section 1.E.1. Program Requirements Healthy Steps Specialist (HSS). To address the unique needs of small practices, the full-time HealthySteps Specialist can be shared between two (2) sites within the same healthcare system. See Considerations for small practices that plan to partner. Section 1.E.1. Program Requirements Healthy Steps Specialist (HSS).

The use of telehealth solutions may facilitate access to HealthySteps Specialists across shared sites. See Section 1.E.1. However, the National Office requires that a HS Specialist is expected to participate in team-based well-child visits in-person, as an integrated member of the care team. See Tier 3 Core Component 8: Ongoing, Preventive Team-Based Well-Child Visits at <https://www.healthysteps.org/what-we-do/our-model/tiers-and-core-components/>

c. The HealthySteps Specialist position is required to be a full-time staff member of the designated site. See Section 1.E.1. Program Requirements Healthy Steps Specialist (HSS) and see considerations for small practices that plan to partner. Section 1.E.1. Program Requirements Healthy Steps Specialist (HSS).

**Q15. Office Space and Proximity: “The practice must commit to providing the HealthySteps Specialist with suitable space that is seamlessly integrated into the practice” – for this as long as they had a desk to work at would that suffice?**

A15. No. Additionally, this office must be within the medical office suite and be adequate to accommodate family meetings comfortably. See Section 1.E. Program Requirement, 4. Office Space and Proximity.

**Q16. Training- does just our Physician Champion and practice manager take the training or do all staff need to?**

A16. The training requires other staff members in addition to the Physician Champion and practice manager. The Virtual HealthySteps Institute is divided into three units and describes the audience for each unit. See Section 1.E.6. Program Requirements, Training and Technical Assistance

Additional information is available at <https://www.healthysteps.org/get-started/become-a-healthysteps-site/virtual-healthysteps-institute/>.

**Q17. Screening- is the screener used for the 1115 waiver (SDoH) and for EPDS (maternal depression) compliant or is a different screener needed? Can you please provide additional information of how to integrate it within Phreesia/EMR to ensure screening can be done virtually.**

**a. For those who test positive will we be able to connect with any resources you have to provide to patients for SDoH? Resources for anyone who is positive for mental health would be beneficial too.**

A17. The HealthySteps program requires that validated screening tools to be utilized to screen for maternal depression. Social Determinants of Health screenings must include screening for family needs in the following key areas: Food security, housing instability or homelessness, utility needs, transportation needs, interpersonal safety, substance misuse, and tobacco use.

OMH can not give specific guidance for EMR utilization. Please contact your EMR vendor.

a. Because resources tend to be community/county specific, one of the HealthySteps program requirements instruct the practice to provide support to the HealthySteps Specialist to create and maintain a directory of services and providers to which families are commonly referred. See Section 1.E.11 Program Requirement. Directory of referral sources and services.

**Q18. Directory of referral sources and services- what is the timeline for “tracking referrals, ensuring linkages?” If multiple outreach attempts are done and the family does not come in is the office considered non-compliant? Are there certain metrics/thresholds we need to meet otherwise we lose the funding and the Specialist?**

A18. The practice will support the HealthySteps Specialist’s effort to create and maintain a directory of services and providers to which families are commonly referred. The office will assist with tracking referrals, ensuring linkages, and providing information to the families. See Section 1.E.11 Program Requirement. Directory of referral sources and services.

The awardee shall commit to meeting program fidelity requirements within three (3) years from Implementation, as outlined in the HealthySteps Fidelity Requirements Overview. Once the Network Affiliate Agreement is signed, sites will receive the full set of fidelity metrics. See. Section 1.E. Program Requirements, 8. Fidelity

See the following links available on the HealthySteps National Office website:

HealthySteps Fidelity Overview

<https://www.healthysteps.org/resource/healthysteps-fidelity-self-assessment-for-sites/>

HealthySteps Fidelity Overview PDF

[https://www.healthysteps.org/wp-content/uploads/2023/04/HS-Fidelity-Requirements-Overview\\_8.22.24.pdf](https://www.healthysteps.org/wp-content/uploads/2023/04/HS-Fidelity-Requirements-Overview_8.22.24.pdf)